



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

10 January 1994

CUSTOMS MEMORANDUM ORDER
NO. 3-94

To : All Customs Officials and Employees

Subject: Submission of Statement of Assets,
Liabilities and Net Worth

Section 1 of Rule VII of R.A. 6713, Rules Implementing the Code of Conduct and Ethical Standard for Public Officials, requires every official and employee, except those who serve in official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, to file under oath their statement of assets, liabilities and net worth and a disclosure of business interest and financial connection including those of their spouses and unmarried children under eighteen (18) years of age living in their households, in the prescribed form (Annex A).

The statement of assets and liabilities and net worth shall contain informations on the following :

- a.) real property, improvements, costs, assessed value, and current fair market value;
- b.) personal property and acquisition cost;
- c.) all other assets such as investment, cash on hand or in banks, stocks, bonds, and the like; and
- d.) all financial liabilities both current and long-term.

The Disclosure of Business Interests and Financial Connections shall contain information on any existing interests in, or any existing connections with, any business enterprises or entities, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, accountant, auditor, and the like, the names and addresses of the business Enterprises or entities, the dates when such interest or connections were established, and such other details as will show the nature of the interest or connections.

CMO-3-94

The above documents under the Code must be filed:

- a.) within (30) days after assumption of office, statement of which must be reckoned as of his first day of service;
- b.) on or before April 30 of every year thereafter, statement of which must be reckoned as of the end of the preceeding year;
- c.) within (30) days after separation from the service, statement of which must be reckoned as of his last day of office.

The Statement of Assets, Liabilities, and Net Worth and the Disclosure of Business Interest and Financial Connection shall be filed thru the Human Resources Management Division in three (3) copies, for submission by this office to the Civil Service Commission.

Any violation, hereof shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand (P5,000.00) or both, and in the discretion of the court of competent jurisdiction, disqualification to hold public office.

All concerned are hereby directed to submit their Assets and Liabilities for 1993 following the prescribed guidelines.


GUILLERMO L. PARAYNO, JR.
Commissioner